

**BCBE CONSTRUCTION, LLC**  
Subcontractor Qualification Checklist



Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Please check one of the following:

- |                    |                                    |
|--------------------|------------------------------------|
| Small Jobs Only    | All Work - Commercial, Residential |
| Single Family Only | Commercial Work                    |

Regions in which work is performed: *(Check as many as applicable)*

- |                   |                   |
|-------------------|-------------------|
| Northeast Florida | Southeast Florida |
| Northwest Florida | Southwest Florida |
| Florida Panhandle | Central Florida   |

Other: \_\_\_\_\_



**To: ALL SUBCONTRACTORS AND SUPPLIERS**

**Re: CERTIFICATE OF INSURANCE**

We would like to remind you of the importance of adhering to your contract agreement with us by providing an original certificate of insurance from your insurance carrier.

All of the following insurance requirements must be met before starting work, and before BCBE will release payment:

1. Your contract with us requires that **BCBE Construction, LLC** be named as an additional insured with respect to your Auto Liability and General Liability coverage including Ongoing Operations and Products and Completed Operations. The coverage must be endorsed to name **BCBE Construction, LLC** as an "Additional Insured" (Form CG 2010 11/85 or equivalent) on a Primary & Non-Contributory basis to other insurance available to the Additional Insured.
2. You must also provide copies of the following Endorsements required by BCBE: (1) Additional Insured for General Liability, Auto (including On-going & Completed Operations); (2) Primary & Non-Contributory for General Liability, Umbrella and Auto; (3) Waiver of Subrogation for General Liability, Auto Liability and Worker's Compensation; and (4) Per Project Aggregate for General Liability.
3. BCBE requires the verbiage shown in the Description of Operations as per the attached sample certificate.
4. **Your agent will need to send this documentation with an original certificate signed by a licensed representative in order to be considered in compliance.** This will be required at the beginning of each project and at each policy renewal. BCBE will also require an updated **Original Certificate** of insurance (with authorized signature) every 90 days throughout the remainder of the project.
5. The minimum acceptable limits of coverage are:
 

Type	Coverage Limits
I Commercial General Liability	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate must be per project \$2,000,000 Products-Comp/Op Aggregate
II Workman's Comp	\$1,000,000 / \$1,000,000 / \$1,000,000 ( <b>State Exemptions are not acceptable</b> )
III Auto Liability (Including owned, hired and non-owned vehicles)	\$1,000,000 Combined Single Limit
IV Excess / Umbrella Liability	\$3,000,000 Combined Single Limit Each Occurrence \$3,000,000 General Aggregate
6. Notice of cancellation not less than 30 days in favor of the Certificate Holder and the cancellation form to be provided.
7. Insurance carriers must be with a rating not less than **A-IX or better**.

Please have your agent issue this certificate as soon as possible. Failure to provide the required original certificates will result in the delay of your payments.

Thank you.

**Jay Bunnell**  
**Secretary-Treasurer**



BCBE Construction, LLC needs a  
copy of your certificate of registered  
Florida License including a  
Business Tax Receipt.

Thank you!

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									
				-					

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.